



Facilities and Ministry Event Services

Support Worker Part Time or Flexible hours

EMPLOYMENT DETAILS

Employer:	St Aldates Parochial Church Council
Remuneration:	£12.49ph
Pension:	NEST Corporation pension scheme, 3% EC, 5% employee
Hours part time:	Multiple shift options available include evenings, weekends and early.
Annual leave:	23 days plus bank holidays prorated.
Place of work:	St Aldates Parish Centre, 40 Pembroke Street, Oxford, OX1 1BP

PURPOSE OF THE ROLE

The facilities and ministry event support worker, along with the Head Verger, enables the growth of key ministry outreach. We are looking for someone who is enthusiastic to play a key role in welcome, church and parish centre management and set up for all ministries.

You will be part of a team that builds, encourages, imaginative ways to delivery ministry through the practical support of hospitality and church and event set up.

This role is part time with varied or regular out of office hours, late nights and weekend working which can be flexible and suited to candidates.

ABOUT ST ALDATES

Our vision is to invite people to encounter Jesus, equip people to follow Jesus in every area of their lives, and envision people to transform their communities.

We are excited about what God is doing in our midst. We are seeing people come to faith in Jesus on a weekly basis, and we are pioneering new ways of discipling people to make a difference in every area of their lives. As a city-centre church with a congregation of 1300+, we have a large number of volunteer leaders and teams across our ministries, leading Aldates Groups, Alpha, student ministry, Aldates Kids and Youth. We have four services every Sunday, one of which is broadcast live. Our staff team consists of 25+ Ministry and Operations leaders. In addition, the School of Ministry recruits 10-12 Interns annually who work alongside ministry leaders.

We operate out of three main buildings. The Church seats around 550 people and was extensively re-ordered 30 years ago. It provides a wonderful space for worship and is regularly used for special events such as Youth gatherings, Student Balls, conferences and other meetings. The Church Centre (40 Pembroke Street) holds the offices of most of the Staff team along with various meeting rooms. The Catacombs Building (a few hundred metres away on Littlegate Street) has space that is used as a Youth centre and the basement has been dedicated as the Oxford Prayer Room.

For more information about St Aldates, please visit www.staldates.org.uk.

KEY TASKS AND RESPONSIBILITIES

Ministry and External Event support

- Being a friendly presence and welcoming as required into church services
- Supporting the ministries in church and other buildings setting up and clearing down the spaces
- Supporting the events and being the go-to person for support if help is required i.e. emergencies or fire alarms
- Ensuring facilities are ready for events including moving chairs and tables
- Being a welcoming presence at events with interaction with the general public
- Preparation of coffees and tea stations for meetings and events
- Cleaning kitchen areas, preparation areas and coffee pump pots etc

Health and Safety

- Ensuring rooms and areas are cleaned are clear of food and rubbish
- Ensuring gangways and fire exits are clear at all times
- Removing bins and replacing hand towels and toilet paper in facilities (cleaning is completed by another company)
- If required clean areas including toilets in an emergency
- Level 2 Food Hygiene Certificate would be an advantage, but training can be provided

Reception duties

- Provide welcome and door access to people coming into meetings
- Collect and sign for post and parcels – sorting these into pigeon holes
- Passing on messages or letters
- Signposting homeless to resources available to them

SKILLS AND ABILITIES

- Good communication skills
- Highly reliable and Self-motivated
- A practical person, ready to engage with facility tasks
- Can engage well with people at all levels

OTHER ASPECTS OF THE ROLE

- There is a Genuine Occupational Requirement that the post holder is a practising Christian.
- An enhanced DBS check will be required.
- This is a physically active role
- The list above is an example of the types of work conducted within this role but is not exhaustive.

The post holder is expected to make St Aldates their church and to become part of St Aldates' missional activity. St Aldates is a charismatic evangelical church. For more information, please see www.staldates.org.uk

Due to the nature of the role, Sunday and evening working is required.

For further information or to request an application form, please email Recruitment@StAldates.org.uk
For the attention of Karen Simson

We are desire to increase the representation of Global Majority Heritage groups on our staff team and so we particularly welcome applications from those in these groups.